

OXFORDSHIRE & NORTH BUCKINGHAMSHIRE COUNTIES AMATEUR SWIMMING ASSOCIATION Officials Administrator



Introduction

The Oxfordshire & North Buckinghamshire Counties Amateur Swimming Association (ONB ASA) Officials Administrator is responsible for the scheduling and organising the training of all ONB ASA Technical Officials. You do not have to be an Official, this is a operational role.

Skills and Attributes

- You will be highly organised and able to delegate
- You will have good interpersonal skills, show empathy and patience
- You will have experience of training and teaching
- You will be a good facilitator
- You will be or will be prepared to become a member of the ASA.
- You will be able to put County before Club when dealing with ONB ASA matters
- You will be a confident and effective communicator.

Main Duties

- Work with the Swim England Regional to ensure that all training and development opportunities are co-ordinated
- Ensure all the mandatory Licensing CPD is delivered promptly to all Technical Officials within the County
- Ensure development opportunities are available for all Technical Officials in the County and are delivered regularly, at least quarterly
- Organise appropriate Continuing Professional Development (CPD) events and other appropriate training
- Attend meetings as County representative where required.
- Liaise with all Discipline secretaries to ensure sufficient officials are available to deliver competition of the appropriate level to meet the expectations of athletes and clubs
- In accordance with GDPR maintain records of all technical officials within the County to accurately reflect qualifications and training
- Comply with and be knowledgeable about the current Swim England Policies, Rules and Regulations and the Swim England Handbook
- Prepare any necessary Training materials or other assets as required for the delivery of Courses, available from Aquatics GB.
- Report to the Committee on the status of Technical Official Training, Availability and Matters relating to or affecting or having the potential to affect Technical Officials
- Attend Committee Meetings and advise the Committee on Technical matters
- Support the collective decisions of the Executive Committee

Level of commitment required

Monitor the County Officials mailbox for training or guidance requests

Attend Committee Meetings and provide a Status Report for each meeting

Schedule, Advertise and Organise Technical Officials Training and CPD

Expected effort to be about 2 hours per week and a minimum commitment of 2 years

What will you gain from the experience?

This is an important and highly rewarding role which provides essential support for all competitive activities within the County, Clubs and Region